

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5191

**GRADE:** S-28

**TITLE:** ASSISTANT ENVIRONMENTAL SERVICES DIRECTOR, INDUSTRIAL WASTE SECTION

**DEFINITION:**

Under direction, to manage and administer the Industrial Waste section and the County Pretreatment Program; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Assistant Environmental Services Director, Industrial Waste section differs from the Environmental Health Supervisor in that the Assistant Environmental Services Director manages and administers the Industrial Waste section and the County Pretreatment Program, whereas the Environmental Health Supervisor functions as first-line supervisor over a group of Environmental Health Specialist II's.

**ILLUSTRATIVE DUTIES:**

Assists in the direction of staff engaged in industrial and hazardous/toxic waste management;  
Enforces county, state, and federal pretreatment program regulations;  
Performs program administration functions, including budget preparation, expenditure oversight, personnel management, and grant administration;  
Administers the review process for in-house and contract laboratories utilized by regulated users to ensure procedures conform with applicable regulations;  
Develops and implements wastewater treatment plant specific local limits and performs associated administrative functions;  
Develops and directs all wet weather monitoring for County Municipal Separate Storm Sewer System (MS4) permit;  
Assigns and supervises special studies and investigations;  
Reviews and comments on technical documents and manuals;  
Prepares agenda for staff meetings;  
Evaluates equipment needs;  
Develops new procedures for testing, inspections and data handling;  
Monitors correctness and commonality of approach to all testing and regulatory implementation;  
Assists in court case preparation;  
Interfaces with private industry officials, vendors, regulatory authorities, other County agencies and the public as necessary;  
Provides interjurisdictional coordination related to pretreatment activities;  
Responds to requests and inquiries from the public; the media; County, State, and Federal agencies; and other jurisdictions;  
Conducts presentations on pretreatment and industrial waste activities;  
Prepares Pretreatment Agreements and changes to the County Code;  
Promotes safety awareness and enforces safety procedures;

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SECTION

Page 2

Prepares correspondence and reports.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of the principles and techniques of theoretical and applied chemistry, biochemistry, microbiology, waste management, operation of analytical instrumentation and sanitary engineering;

Working knowledge of pertinent Federal, State and County procedures and regulations and ability to ensure compliance;

Knowledge of wastewater treatment plant design and construction as well as operating principles;

Ability to manage and direct staff;

Ability to recognize the need for new or revised test methods/procedures or equipment;

Ability to communicate effectively, both verbally and in writing;

Ability to coordinate and evaluate financial and administrative documents;

Ability to comment on or compose detailed scientific reports.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a degree in chemistry, biology, or sanitary engineering; PLUS

Four years of diverse, professional experience in an environmental regulatory program. One year of the required experience should be in a supervisory capacity.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

ESTABLISHED: January 23, 2002